

# New Employee Orientation Checklist

Employee name: \_\_\_\_\_

Date of hire: \_\_\_\_\_

## Topics to discuss:

\_\_\_\_\_ Salary

\_\_\_\_\_ Employee benefits:

Vacation: *10 days/year for year 1 to 5(available immediately)*

Sick leave: *5 days/year (earn immediately, available after introductory period)*

Holidays: *8 days/year (available immediately)*

Group health and life insurance *(after introductory period)*

Profit Sharing Plan *(after one year)*

401(k) Plan *(after one year, at open enrollment periods)*

\_\_\_\_\_ Work schedule, Time sheets, Pay schedule

\_\_\_\_\_ Workplace safety

\_\_\_\_\_ Procedures for getting office supplies and other purchases

\_\_\_\_\_ Telephone, fax, computer logon, network, etc.

\_\_\_\_\_ Parking, restrooms, etc.

## Documents for employee:

\_\_\_\_\_ Employee Welcome Letter

\_\_\_\_\_ Employee Handbook

\_\_\_\_\_ List of *Any Company* Safety Practices

\_\_\_\_\_ "No Sexual Harassment Allowed" handout

\_\_\_\_\_ "Family & Medical Leave Act (FMLA)" handout

## Forms to read, sign and return:

\_\_\_\_\_ Employee Acknowledgement Form

\_\_\_\_\_ Employment Eligibility Verification (Form I-9)

\_\_\_\_\_ Employee Withholding Allowance Certificate (Form W-4)

\_\_\_\_\_ Work-Made-For-Hire and Proprietary Information Agreement

\_\_\_\_\_ Individual Employee Training Documentation (workplace safety)

\_\_\_\_\_ Employee Data Sheet (emergency contact information)

\_\_\_\_\_ *AnyCompany* Application

## Orientation information completed:

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_